

* * * * *

UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

* * * * *

No. 083

Job vacancy

September 7, 2010

OPEN TO: All Colombian Citizens

POSITION: SECRETARY ADMINISTRATIVE ASSISTANT
Office of Vulnerable Populations /DR and Afro
Colombian and Indigenous Units (0011855F3)

OPENING DATE: Tuesday, September 7, 2010

CLOSING DATE: Wednesday, September 22, 2010

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC - 7 Col. Ps. \$31,594,550.00-
ColPs. \$52,131,002.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”. The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Secretary Administrative Assistant for the Office of Vulnerable Populations/DR and Afro Colombian and Indigenous Units (OVP).

BASIC FUNCTION OF POSITION

This position is located in the Demobilization and Reintegration (DR) and Afro Colombian and Indigenous (AC-I) Units within the office of vulnerable populations -OVP, USAID/Colombia, Bogota. The primary purpose of this position is to provide a variety of secretarial, clerical and administrative assistance to the Unit Directors and other professional staff of the DR and Afro Colombian and indigenous Units. Keeps the calendar and makes appointments for the supervisor and professional staff. Sets up meetings, provides or arranges logistic support for the office and receives visitors. Manages the Office and Team's correspondence, filing system, supplies and equipment and ensures smooth workflow. Performs a variety of documentation preparation, processing and control and other duties in support of the DR office. Updates outside contact information database. Attends DR and Afro Colombian and indigenous Units meetings and official functions at the request of the Office Director. Accompanies office personnel on DR and Afro Colombian and indigenous Units project site visits on occasion. Performs written and oral translation between English and Spanish. Provides administrative and secretarial support to professional staff as well as the office director. Demonstrates exceptional communicative and judgmental skills and knowledge of DR and AC-I Units portfolio.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Performs a variety of secretarial and administrative support duties for the Office Director and the professional staff related to portfolio and office administration and document preparation and management.

1. Receives visitors and phone calls. Answers inquiries or provides information or refers callers to the Office Director, other DR and AC-I Units within the Office of Vulnerable Populations –OVP staff or to another Office. As directed or in response to incoming requests, arranges appointments and meeting with Mission and Government of Colombia (GOC) officials, Embassy and other U.S. Government officials, officials of other donor agencies, implementing contractors, grantees and others. Sets up and manages Office Director and staff agendas and appointments. Maintains OVP/DR and AC-I Units events calendar. Organizes and sets up meetings and conferences and arranges for use of the conference rooms or other meeting location. Types agendas, notifies and confirms participants (within the Mission by e-mail and others by fax) and sees that refreshments are provided. Attends meetings to take notes and prepares summaries to include who attended, topics discussed, agreements reached, issues identified and any tasks delegated. Places local and long distance calls for the Office Director and other staff.

2. Manages all OVP/DR and AC-I Units correspondence. Receives, reviews and controls travel requests, travel approvals, all incoming and outgoing correspondence and other communications. Routes correspondence to the Unit Directors or appropriate staff member, including information copies as required. Tracks documents which have been sent to other Offices and follows up when these appear to be in danger of delinquency. Ensures quality control of outgoing correspondence. Records and tracks pending actions and informs Unit Directors and other staff regularly as to status. Drafts routine correspondence for signature of Unit Directors or other staff and maintains correspondence database for the office.

3. Drafts routine letters. Types letters, faxes, other correspondence, reports, tables, spreadsheets and other documents in draft and final form for the OVP/DR and AC-I Unit Directors and other staff. Ensures that all are in proper form, consistent with standard requirements. Proofreads her own work before submitting to the Unit Directors for signature or approval and ensures that format, spelling, grammar, punctuation and phraseology are correct. Locates, obtains and tracks clearances and signatures.

4. Sets up and maintains OVP/DR and AC-I Units filing system in accordance with ADS provisions. Ensures the integrity of the files by keeping originals and providing copies to the OVP/DR and AC-I Units Directors and other staff for their working files. Works with C&R on disposition of files and records to the Warehouse on a periodic basis as prescribed by ADS.

5. Provides logistical support to the OVP/DR and AC-I Unit Directors and professional staff, as well as consultants and other incoming visitors reporting to the OVP/DR and AC-I Units. Arranges local and in-country travel for OVP/DR and AC-I Units staff with the Motor Pool. Arranges for hotel reservations, airport accommodations, expeditor and vehicle requests. Makes appointments, types general correspondence (including letters, memoranda, telegram) and reports, travel vouchers, etc. and/or compiles or obtains briefing books from other offices for TDY visitors for whom DR is the control office. Also arranges with the Embassy for their security briefing and ID badges.

6. Translates documents and correspondence from English to Spanish and vice versa. Accompanies visitors to provide oral translations on occasion.

7. Prepares vehicle requests for staff and TDY arrivals and departures, providing flight number and time, location of pickup and follows up to confirm arrangements.

8. Attends OVP/DR and AC-I Units meetings and official functions at the request of the Office Director. Accompanies personnel on OVP/DR and AC-I project site visits on occasion.

B. Documentation Filing and Control and Other Office Support

1. Maintains official, working and program files for the Office. Logs and tracks all DR Office documentation including Letters or Memorandums of Understanding, Cooperative Agreements, Contract Agreements, Grant Agreements, Limited Scope Grant Agreements and Amendments. Maintains a working file of each document. When these are completed and approved, makes distribution of copies with all signatures within the OVP/DR and AC-I Units and forwards originals to Program Office for retention. Provides photocopies of these to requestors. Ensures that the file copy of each document is complete, with all signatures reflected on the copy.

2. Prepares documentation in final form and routes and tracks through the Mission for clearance and signature. Tracks Modified Acquisition and Assistance Request Documents(MAARDs) through the Mission clearance process. When routing is completed, makes copies of approved MAARDs and distributes to Program Office, Office of Financial Management (OFM) and C&R and maintains files of the originals.

C. Maintains an adequate stock of expendable supplies. Ensures that equipment is maintained and, when necessary, repaired. Keeps time and attendance for the Office. Performs other miscellaneous related duties as assigned.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

A high school education is required. Completion of some college or university work is highly desirable.

b. Prior Work Experience:

Two to three years of progressively responsible experience is required in secretarial, clerical or administrative work, preferably with one year of experience at a USAID Mission.

c. Post Entry Training:

Receives periodic management specific training courses, on-the-job training and self study. Informal or formal training in software applications such as Excel and PowerPoint, etc., may also be required.

d. Language Proficiency:

Fluency in English (level IV) and Spanish (level IV). Both oral and written is required.

e. Knowledge:

Requires a thorough knowledge of secretarial, clerical and general administrative procedures; and of USAID procedures for the preparation and processing of correspondence, files and records disposition.

f. Abilities and Skills:

Strong interpersonal skills accompanied by tact and diplomacy are required. Must be able to format and prepare final documents, including MAARDS, track the clearance process, monitor and follow through on actions, and interact with USAID and working level Colombian officials to clarify issues and resolve problems. Skills in the operation of word processors or micro-computers are necessary. Requires ability to learn and use the Automated Directives System (ADS), to read and understand USAID handbooks, USAID/Colombia Mission Orders and related documents.

POSITION ELEMENTS

a. Supervision Received:

Receives day-to-day supervision from the OVP/DR and AC-I Unit Directors, who assigns work primarily on a long-range basis. Work performed for other professional staff is reviewed by them for adequacy and conformance with instructions. Performance evaluation also includes input from other OVP/DR and AC-I Unit professional staff. Incumbent is rated according to the level and quality of support provided. Guidance is increasingly less specific in nature as incumbent develops expertise in the function.

b. Available Guidelines:

The ADS, USAID Handbooks, the Secretarial Handbook, Mission Orders, the Country Strategic Plan and Records and Correspondence procedures.

c. Exercise of Judgment:

Considerable judgment is required to recognize when to take an action, when to pass action directly to the Office Director, to the professional staff, another Office or when to hold action for future response. Judges importance of incoming communications, screening calls and visitors and determining level of required response.

d. Authority to Make Commitments:

Appointments made in the absence of the Unit Directors or other professional staff is subject to confirmation. Has no authority to commit USG resources.

d. Authority to Make Commitments:

When dealing with grantees, sub-grantees, partners and clients, is authorized to suggest resolution of both technical and non-technical problems and to make recommendations. No authority to make monetary commitments.

e. Nature, Level, and Purpose of Contacts:

Contacts are with working level counterparts in Colombian Ministries, other donors and partners to exchange information; contacts with mid- to high-level Colombian officials, U.S. Embassy officials, international organizations and non-governmental organizations to schedule appointments and meetings or provide non-technical information and with all levels within the USAID Mission.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

Nine months.

SELECTION CRITERIA

30 points: Work experience demonstrated in secretarial work, office administration practices and procedures along with increasing levels of responsibilities.

30 points: Strong interpersonal and organizational skills. Tact, diplomacy, discretion and customer service abilities.

20 points: Demonstrated ability to work with teams

20 points: Demonstrated computer and office practice skills. Coupled with effective English language skills (written and oral). English and technical skills tests may be required of individuals who reach interview stage.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, SEPTEMBER 22, 2010 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.